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News Items

2017
3/13

[March 13] Senior Leadership Messages; R1 Wetland Grants; Women's History Month; Algae Blooms Can Harm Your Health; Employee Counseling and Assistance Program Reminder; Clean Up Your Clutter

by Fan, Shirley at 8:00 AM in [EPA Newsletter](#)



Note: Spring Photo Call! Thank you for making our winter photo call another huge success! Believe it or not, we are entering the spring season. Send us your spring photos, and they may appear as the This Week @ EPA nameplate. Simply send images that are horizontally oriented and are a minimum size of 300 KB at 72dpi. Please note that by submitting your image, you are giving us the right to use it, with attribution, for Agency internal communications purposes, such as in the newsletter, on the Agency intranet, and in internal videos. Submission deadline: March 17, 2017. Please submit to: internalcomms@epa.gov. Thanks!

Senior Leadership Messages

In case you missed them, there were a few important messages from EPA senior leaders recently:

- [Mass Mailer from the Administrator](#) announcing Ryan Jackson as Chief of Staff
- [Mass Mailer from the Acting Deputy Administrator](#) announcing the selectees for the 2017 SES Candidate Development Program

[Mass Mailer](#) announcing the 2017 mandatory training for all employees, contractors, and grantees

Hot Topics

Region 1 awards \$3.3 million in wetland grants

Region 1 has awarded \$3.3 million in grants to strengthen the capacity of states and tribes to protect and restore wetlands. The Wetland Program Development Grants provide interstate agencies, tribes, and nonprofit organizations with funding to develop and refine comprehensive state, tribal, and local wetlands programs.

For this grant round, Region 1 has awarded funding for 15 projects to protect, manage, and restore wetlands. These grants assist state, tribal, and local government agencies in building programs to protect, manage, and restore wetlands. Wetlands are valuable resources that are vital to the health of our waterways and communities. Healthy wetlands perform important ecological functions, such as feeding downstream waters, trapping floodwaters, recharging groundwater supplies, removing pollution, and providing habitat for fish and wildlife. Wetlands also help our economy because of their key role in fishing, hunting, agriculture, and recreation.

For information on the activities these grants are funding, [read the full press release](#).

Celebrating Women's History Month 2017

Women such as Rachel Carson, with her 1962 book "Silent Spring", were at the forefront of the modern environmental movement. Today at least half of all undergraduate students enrolled in science and engineering courses are women.

As part of the Agency's recognition of Women's History Month, we're proud to showcase the [EPA Women's History Month](#) and [EPA's commitment to diversity](#).

the [career profiles page](#) or [women who work at EPA](#). This page highlights the work of a small sample of the talented group of female employees at the Agency. The page includes:

- o [Lisa Donahue, Environmental Scientist Water Protection Division, Region 3](#)
- o [Justina Fugh, Senior Counsel for Ethic Offices, HQ](#)
- o [Ann Richard, Research Chemist, Research Triangle Park](#)
- o [Paula Selzer, Children's Health Coordinator, Region 6](#)

If you would like to be included on the women employee profiles page, please contact Jessica Ann Orquina, Associate Director, Office of Web Communications at orquina.jessica@epa.gov or 202-564-0446.

Key Dates

Happening This Week:

March 14: [Women's History Month Event](#)

March 15: [Quick Guide to Journal Evaluation Metrics Webinar](#)

Coming Soon:

March 21: [Quick Guide to Journal Evaluation Metrics Webinar](#)

April 6: [Lean Overview Webinar](#)

Video Spotlight

[Algae Blooms Can Harm Your Health](#)

Algal blooms are not only unsightly, they can make you or your pet sick. Stay healthy by avoiding contact with water that might have an algal bloom. When in doubt, stay out and keep your pet out of the waterway.

Health & Wellness

[Employee Counseling and Assistance Program reminder](#)

At one time or another, many of us may face a personal or professional problem that impacts the quality of our home life, personal relationships, our own health or the health of a family member, or our ability to do our best at work. On a related note, many people find uncertainty to be stressful. As we go through rough periods or periods of uncertainty, we may lose sight of the fact that we do not have to cope with life's setbacks or handle these difficult periods alone. EPA staff have available to them the [Employee Counseling and Assistance Program \(ECAP\)](#).

The [ECAP](#) is available to assist with confidential professional and objective guidance. ECAP offers short-term counseling services and community resource referrals for a diverse array of personal issues and employee needs, including, but not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Alcohol and drug abuse ■ Bereavement ■ Crisis intervention ■ Emotional challenges | <ul style="list-style-type: none"> ■ Family dynamics and eldercare ■ Job performance ■ Separation and divorce ■ Stress management |
|--|---|

For additional information and referrals, contact the [Employee Assistance Coordinator](#) for your location.

Confidentiality is the cornerstone of ECAP. ECAP counselors are bound by professional and legal standards of confidentiality. Employee records are protected by Federal and EPA regulation and laws, including the Privacy Act. These records do not become part of an employee's Official Personnel File (OPF). Additional resources provided to EPA employees through ECAP may be found at the following links:

- [Health and wellness](#)
- [Information on grieving](#)
- [Information on eldercare](#)
- [Online self-help resources](#)

IT Corner

[Clean up your Clutter!](#)

What is the Clutter folder in my email?

Clutter is an email feature designed to help put your most important emails "front and

Clutter is an email feature designed to help put your most important emails "front and center." The feature is part of the Microsoft Office 365 environment and is available to all EPA employees through both the Outlook desktop and web app.

The Clutter folder receives low priority emails that you likely will not immediately read. The Clutter feature is different than junk mail, and it follows email rules that you create within Outlook.

How does Clutter work?

Clutter is built on machine learning algorithms. Each user has a Clutter profile that continuously learns and records unique email habits and interests. For the feature to work effectively, you need to "train" Clutter on what emails are important and not important.

How can I 'train' my Clutter?

The more you use Clutter, the quicker it learns your email habits. The two key actions used for training Clutter are:

- moving low priority emails from your inbox to the Clutter folder; and
- moving import emails from the Clutter folder to your inbox.

Learn more about Clutter and its functionality at [My Workplace Resources & Information](#).

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